

MEMORANDUM FOR Wuerzburg School Facilities Through Community Manager

SUBJECT: Request for Use of Wuerzburg School Facilities

Requests must be submitted at least 10 business days prior to activity

1. Request for: Choose one: **Elementary / Middle School / High School**

2. Please provide the requestor's information:

Group / Organization:

Purpose of Use:

Requestor's Name:

ID Card Holder: Yes / No

Unit Address:

Duty Phone: Home /Cell #:

3. List Room(s) Requested:

4. Date(s) Requested: Time(s):

5. Name of Official Point of Contact:

Telephone Numbers:

Work

Home

Is key needed: Yes / No

Emergency Contact (other than official):

Name of the person who will pick-up key:

I, the Activity Sponsor, on behalf of the requesting activity, acknowledge receipt, understanding and acceptance of all terms and conditions set forth in the Community User's Agreement for the use of DoDEA school facilities. I understand I must obtain the Community Manager's certification prior to the final approval of the School Principal

Signature: _____

Date: _____

I certify that the above activity is authorized to use appropriated fund government facilities and other adequate base facilities are not available.

Community Manager

Date

School Principal

Date